



## NOTICE OF SOLICITATION

**SERIAL 03141-RFP**

**REQUEST FOR PROPOSAL FOR: FACILITY MANAGEMENT SERVICES  
(NIGP CODE 91052)**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on **OCTOBER 20, 2003** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 03141-RFP REQUEST FOR PROPOSAL FOR FACILITY MANAGEMENT SERVICES."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT  
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS  
MANAGEMENT CENTER

**INQUIRIES:**

STEVE DAHLE  
PROCUREMENT CONSULTANT  
TELEPHONE: (602) 506-3450

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON MONDAY, SEPTEMBER 29, AT 9:00 AM, AT THE MARICOPA COUNTY FACILITIES MANAGEMENT DEPARTMENT, 401 W. JEFFERSON ST., PHOENIX, AZ 85003**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>  
IF THIS DOCUMENT WAS DOWNLOADED FROM THE INTERNET, CONTACT THE  
PROCUREMENT CONSULTANT FOR ANY REFERENCED DRAWINGS.**

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Note: Exhibits marked with an asterisk (\*) indicates these will be handed out at the pre-proposal conference

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**NO RESPONSE**

Proposers not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494.

**MARK OUTSIDE ENVELOPE "SERIAL 03141-RFP"**

Responses must be received **BY 2:00 P.M., OCTOBER 20, 2003**. Proposers failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 03141-RFP**

**TITLE: FACILITY MANAGEMENT SERVICES**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NO PROPOSAL:

- \_\_\_\_\_ Insufficient time
- \_\_\_\_\_ Do not handle product/service
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **IMPORTANT**

### **PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL**

#### **M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**THESE FORMS MAY BE LOCATED AT <http://www.maricopa.gov/materials>. M/WSBE PARTICIPATION FORMS.**

SCOPE OF WORK REQUEST FOR PROPOSALS FOR: **FACILITY MANAGEMENT SERVICES**

1.0 **INTENT:**

1.1 **FACILITY MANAGEMENT SERVICES:**

Maricopa County ("the County") is issuing this Request For Proposal (RFP) to identify and select a qualified property management firm that can provide Facility Management Services at a selected County-owned facility. The County desires to select a long-term strategic partner that exhibits relevant experience in the appropriate markets, possesses financial strength, demonstrates a command for utilizing cutting-edge technology and resources, draws on an experienced management and field staff, and displays an approach to facilities management that meets the needs of the County in a cost effective manner.

The County may negotiate with the selected qualified management firm to perform additional Facility Management Services at smaller facilities owned by the County.

1.2 **FACILITY:**

The site is located at:  
3815 North Black Canyon Highway  
Phoenix, AZ

Facility Characteristics:

- The Facility is sited on a 3.352-acre parcel
- Includes a 29,000 square foot (approximate gross) office building, two stories in height, and a half basement.
- The Facility includes several landscaped areas and an asphalt-paved parking lot that currently accommodates 147 parking spaces, of which 76 parking spaces are covered,
- Constructed in 1980.

1.3 **BUILDING ASSESSMENT:**

The County has commissioned an audit of the Facility ("the Building Assessment Report") through a qualified third-party consultant. The County will make available the Building Assessment Report to qualified Proposers, however all qualified Proposers shall rely on their own investigation and analysis of the facility in preparing their RFP submittal.

1.4 **SITE VISIT:**

**There shall be a mandatory site visit to familiarize Proposers with any conditions that may affect their proposal.**

**Date: Wednesday, October 1, 2003**

**Time: 8:00 AM**

**Place: 3815 N. Black Canyon Highway**

1.5 **BUILDING COMPLIANCE:**

The Facility is to be operated and maintained in compliance with all applicable building codes, life/safety, environmental, and crisis management requirements. The successful Proposer shall take full responsibility for the Facility to manage, operate, maintain, and repair in an efficient, economical, safe, and reliable manner so as to preserve or improve the value of the property and scheduled operation.

1.6 **BUILDING HOURS OF OPERATION:**

Business hours: Monday – Thursday 6:00 AM – 10:00 PM  
Friday 6:00 AM – 8 PM  
Saturday 7:00 AM – 4:00 PM

2.0 **TECHNICAL REQUIREMENTS:**

2.1 LEVEL OF BUILDING ACCEPTANCE:

Before award of this contract to the successful qualified Proposer (“hereafter referred to as the Management Firm”), the Management Firm and the County shall negotiate a final Level of Building Acceptance for the purposes of making a complete and systematic review of all mechanical, electrical, utility systems and equipment, security and fire alarm systems, roofs, windows, doors, or any other ancillary building components. This review will enable the parties to understand what repair, replacement, or adjustments the Management Firm will perform at the Facility to optimize the level of Facility Management Services. This review will not include items that would be replaced, repaired or adjusted during the performance of corrective or normal preventive maintenance. As part of the review, the Management Firm shall provide the County with suggested improvements to the Facility as well as a complete cost/benefit analysis. The cost/benefit analysis shall show what impact the suggested improvements will have to the Monthly Management Fee. The County will decide which suggestions, if any, will be approved for funding and implementation.

2.2 RESPONSIBILITIES:

2.2.1 The Management Firm shall provide all, supervision, labor, administration, equipment, tools, materials, and all effort necessary for the management, operation, repair, and maintenance service necessary to support the Facility. Services are defined as support required to operate and maintain the Facility in a habitable and safe environment on a daily basis. The Management Firm, at its cost and expense shall be responsible for the following:

- (a) Facility compliance with all regulatory and code requirements.
- (b) Institute and maintain an efficient and effective Work Order system including a Control Desk function.
- (c) Operation of the Facility within the established performance standards, including utilities.
- (d) Ensure the Facility and all machinery, equipment, fixtures and systems of every kind attached to, or used in connection with, the operation of the Facility and all structural members of the Facility remain in good order and repair consistent with operations of the Facility as a first-class office property.

2.2.2 The Management Firm shall keep the building aesthetically pleasing, functionally sound, energy efficient, environmentally controlled, and provide acceptable indoor air quality over the contract length.

2.2.3 The Management Firm shall make all repairs and replacements necessary to comply with its obligations to operate a first class office property except for repairs caused by the negligence or willful misconduct of the County, its agents, employees, invitees and guests, which repairs shall be made by the Management Firm after authorization by the County, and for which the County shall pay upon receipt of an invoice setting forth the cost of such repairs. The level of repair and maintenance shall assure that the Facility is free of missing components, defects, or conditions which effect the safety, appearance, or intended use of the Facility or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with the design intent.

2.2.4 Corrected or repaired work shall be carried to completion. The quality of work and the repaired areas shall be fully compatible with adjacent surfaces or equipment and within acceptable industry standards. All replacements shall match existing in dimensions, materials, quality of work, finish, color, and design, and comparable to or superior to the existing, and must be approved by the County prior to installation. Upon completion of repairs/maintenance, the Management Firm shall remove any stains or other unsightly marks. The appearance of the repair shall be that of acceptable standards.

### 2.3 NON-DISCRETIONARY SERVICES:

The Management Firm shall provide all personnel, materials, equipment and subcontractors needed to provide basic services (Non-discretionary services) at the Facility. Basic services include, but are not limited to:

- A) work order and control desk services,
- B) maintenance and repair of the building structure,
- C) landscaping services,
- D) security service,
- E) electronic systems and equipment maintenance and repair,
- F) door key lock services,
- G) HVAC operation/maintenance/repair/replacement,
- H) HVAC duct and systems cleaning/deodorizing,
- I) fire protection and alarm systems operation, maintenance and repair,
- J) fire extinguisher service,
- K) lighting maintenance and repairs,
- L) electrical system operation/maintenance/repairs,
- M) plumbing maintenance and repair,
- N) welding repair,
- O) painting maintenance and repair,
- P) carpentry maintenance and repair,
- Q) asbestos management,
- R) flooring maintenance and repair,
- S) roofing maintenance/repair/replacement,
- T) window/door repair,
- U) parking lot maintenance/repair/replacement, and canopy maintenance/repair,
- V) pest control services,
- W) refuse removal,
- X) window cleaning,
- Y) janitorial services (comprehensive and performed Monday-Friday),
- Z) paper recycling,
- AA) elevator maintenance/repair,
- BB) building equipment preventive/predictive maintenance,
- CC) environmental/life safety compliance,
- DD) ADA management,
- EE) and all utilities during occupied hours.

The basic services are considered Non-Discretionary and are included as part of the Monthly Management Fee.

### 2.4 MONTHLY MANAGEMENT FEE:

The County will pay the Management Firm a Monthly Management Fee (“the Management Fee”) for *Non-Discretionary Services* (Basic services) that are provided to the benefit of the County by the Management Firm.

### 2.5 DISCRETIONARY SERVICES:

The Management Firm, from time to time, may be required to provide non-basic services (“Discretionary Services”) at the Facility. Discretionary Services may include modifications or alteration of the building and building systems to meet a higher level of the County tenant needs; maintenance and repair of installed specialized equipment, special/discretionary janitorial request; landscape modifications; special/discretionary refuse requests; any service level increases; installation or modification of new electronic equipment or systems; re-keying and/or any other requested modifications to lock systems; alteration or expansion of HVAC equipment; repair/replacement of vandalized property, utilities during non-business hours, and any other non-basic service that shall require upgrading/enhancement to specifically satisfy the County tenant.

Additional Discretionary Services shall be authorized in writing by the County and are chargeable to the County as part of the Discretionary Service Charge.

**2.6 DISCRETIONARY SERVICE CHARGE:**

Prior to commencing any discretionary services to the facility, the Management Firm must first receive approval from the County. The Management Firm shall provide the County with all necessary back-up documentation to support all Discretionary Service Charges. If approved, the County will authorize the Management Firm to proceed with discretionary service work. Upon invoicing to the County, payment will be made based on the contract terms posted in Attachment A, PRICING.

**2.7 FINANCIAL:**

The Management Firm shall have full financial accountability, and reporting responsibility for the Facility related expenses. The Management Firm shall prepare annual operating and capital expenditure budgets relating to the Facilities. These annual budgets shall be created on a Fiscal Year basis. Prior to January 1<sup>st</sup> of each year, the Management Firm shall submit to the County for approval, copies of these annual budgets for the upcoming Fiscal Year (July 1 – June 30)

**2.8 FLOOR PLAN:**

The floor plan in Exhibit 4 indicates current design and functional layout AND proposed layout of the facility building space. This plan will change based on the County's needs.

**2.9 BUILDING SECURITY:**

The Management Firm shall be responsible for providing Building Security to the Facility. Building security shall include an on-site guard during Business Hours and monitoring of all alarms associated with the Facility on a 24/7 basis. The Management Firm will provide building security in accordance with Maricopa County Building Security Specification as detailed in Exhibit 9. An area will be planned for office space for such staff (See also §2.22).

**2.10 JANITORIAL:**

The Management Firm shall provide Janitorial Services in accordance with Maricopa County Specifications as outlined in the County's contract #01058-RFP. Pricing should reflect the Management Firm's use of a janitorial provider. However, the County reserves the right to utilize the County contractors for such work. Additionally, the County reserves the right to obtain this service using internal resources.

The Management Firm must be made aware that the specifications under contract #0158-RFP have been modified (reduced) in all County-owned buildings. See Exhibit 11 for these modified specifications.

These modifications shall remain in effect until the County budget allows for reversal, at which time the modified technical specifications shall become null and void. Concurrently, the original technical specifications shall be re-instated. Due to fiscal constraints of unknown duration, these modified contract specifications will remain in effect until further notice.

**2.11 LANDSCAPING:**

The Management Firm shall provide Landscaping Services in accordance with Maricopa County Specifications as outlined in the County's Contract #02080-RFP. Pricing should reflect the Management Firm's use of a landscape provider. However, the County reserves the right to utilize the County contractors for such work. Additionally, the County reserves the right to obtain this service using internal resources.  
See Exhibit 12 for a link address to these specifications.



**2.12 TELECOMMUNICATION AND DATA LINES:**

The Management Firm shall not be responsible for installation, operation, maintenance or repairs to Telecommunications and Information Technology equipment and associated wiring.

**2.13 INITIAL INTERIOR PAINTING:**

The Management Firm shall provide pricing, based on the specifications so listed in Exhibit 9, for preparation and painting of the interior of the facility. The County will evaluate the Management Firm's price and make a determination for the Management Firm to proceed with such work or have this service provided by the County. A line item price is established in Attachment A, PRICING.

**2.14 INITIAL CARPET REPLACEMENT:**

The Management Firm shall provide pricing, based on the specifications so listed in Exhibit 10, for removal of the old carpet and installation of new carpet. The County will evaluate the Management Firm's price and make a determination for the Management Firm to proceed with such work or have this service provided by the County. A line item price is established in Attachment A, PRICING.

**2.15 KEYS:**

The Management Firm shall be given a complete set of building keys in order to provide building service on a 24-hour basis. If the Management Firm loses any keys, the Management Firm shall change out or re-tumble all affected locks and provide the appropriate keys to the County at the Management Firm's expense. In the event a master key (or equivalent) in the Management Firm's possession is lost or duplicated, the Management Firm shall replace all locks and keys for that building at the cost of the Management Firm.

**2.16 SIGNAGE:**

Interior and exterior building signage needs of County shall be coordinated by the Management Firm. Costs for new signage shall be included in the Discretionary Service Charge. Repair and maintenance of signage at the Facility shall be included in the Monthly Management Fee. Signage must meet the County's Standards Graphics Manual.

**2.17 PREVENTIVE MAINTENANCE OF BUILDING EQUIPMENT:**

The Management Firm shall supply the County with a complete preventive maintenance (PM) program for the building within sixty (60) days after award of this contract. The program shall be for major PM's. The PM program shall include frequencies and record keeping. The records shall reflect periodic maintenance performed and the scheduled completion dates. All records shall be kept updated as the PM's are completed by the Management Firm.

An annual schedule of the accomplishment of all PM'S shall be submitted to County. The Management Firm shall be responsible for correcting all deficiencies found during the PM inspection process.

**2.18 BUILDING CERTIFICATES, PERMITS, LICENSES:**

All required building certificates, permits, and/or licenses as required by all regulatory bodies, shall be acquired by the Management Firm, kept on file, and posted in the appropriate areas of the building. The Management Firm shall not allow any permits, certificates, or licenses to lapse. Costs for said certificates, permits, or licenses shall be paid by the Management Firm as part of the Monthly Management Fee.

**2.19 HAZARDOUS MATERIALS DISPOSAL:**

The Management Firm shall be responsible for proper removal and disposal of all hazardous materials such as, but not limited to: A/C refrigerant, oil, contaminated air filters, florescent light tubes, floor stripping and cleaning waste by-products, and asbestos. In addition, the Management Firm shall be responsible for any subsequent remedial efforts required as a result of Facility Management operations. The Management Firm shall provide the County with suggestions for said removal and disposal of the hazardous materials. All hazardous materials shall be handled in accordance with all Federal, State, Local, and municipal mandates and regulations.

In the event the Management Firm does coordinate the removal process, the Management Firm shall submit a disposal plan to the County including, but not limited to: materials and quantities to be disposed of, method of packaging and transportation, name of licensed certified hauler, for the County's approval prior to disposal

The Management Firm shall provide copies of all manifests and hauler documentation to the County within five (5) days of disposal.

**2.20 ASBESTOS:**

See Exhibit 7 for the Asbestos Inspection Report. The Management Firm shall create and maintain a proper Asbestos Management Plan for the Facility that meets all regulatory requirements.

**2.21 HEATING, VENTILATION, AND AIR-CONDITIONING:**

2.21.1 The Management Firm shall maintain and operate the heating, ventilation, and air-conditioning (HVAC) system in such a fashion as to furnish heat, outside air and air conditioning at stated set points to the Facility on business days ((See §1.6 for business hours). The Management Firm must give reasonable notice before shutting down any mechanical, plumbing or electrical system affecting the Facility during Business hours. The Management Firm shall operate the HVAC system in accordance with design criteria so as to provide heating and cooling within a 70° F to 78° F range with all thermostats, and the outside ambient temperatures are within a range of 34° F to 115° F (dry bulb), and equal to or below 71° F (wet bulb):

Outside Temperature	All Thermometer Set Point	Allowed Temperature Range
34° F	72° F (heating)	70° F – 72° F
115° F	75° F (cooling)	74° F – 78° F

Building temperatures shall remain within the temperature range as set force above during occupied hours

2.21.2 The above operating criteria in §2.21.1 shall be in place for the term of the contract, unless a recognized energy conservation law, program, guideline, or regulation promulgated by any federal or state bureau, board, department, agency, office, commission or other subdivision thereof, shall provide for any reduction in operations below said standards in which case equipment shall be operated so as to provide reduced service in accordance with such law or regulation.

2.21.3 The Management Firm may desire to reduce operating cost for utilities via an energy management system, wherein HVAC temperature settings are “set-back” for non-occupancy usage. If the County requests changing HVAC temperature settings to accommodate the tenant during hours other than those stated above, the Management Firm will be notified in advance of such change, and shall then readjust the set-back. All requests for HVAC temperature changes shall be accommodated within a reasonable time. The County shall pay to the Management Firm the established charges for this service (“After-hour HVAC Charges”) as priced in Attachment A, PRICING.

- 2.21.4 The Management Firm shall not be responsible if the normal and proper operation of the HVAC system fails to provide conditioned air at reasonable temperatures, pressures and humidity or in reasonable volumes or velocities in any portion of the Facility:
- (a) which has an electrical load in excess of seven (7) watts per square foot or usable area for all purposes (including lighting and power), or which shall have a human occupancy factor in excess of one person per one hundred thirty-five (135) square feet of usable area (excluding conference rooms, waiting rooms and training rooms), or
  - (b) because of any improvements made by the County to the Facility, which adversely impact the mechanical, plumbing or electrical systems design.
- 2.21.5 The Management Firm shall coordinate and schedule HVAC duct and systems cleaning of the facility. In your proposal, provide a schedule of how your firm shall execute this service.
- 2.21.6 The Management Firm shall coordinate and schedule HVAC filter replacement program of the facility. In your proposal, provide a schedule of how your firm shall execute this service.

**2.22 CRITICAL OPERATION AREAS:**

The Management Firm acknowledges that certain areas of the Facility require 24 hours per day 7 days per week mechanical, plumbing and electrical service ("Critical Areas"). Critical areas are, but not limited to; computer, telecommunication, security, and other essential rooms. The Management Firm shall provide mechanical, plumbing and electrical service to Critical Areas on a 24/7 basis at no extra cost to the County. The Management Firm shall use every reasonable effort to ensure continuous mechanical, plumbing and electrical service to Critical Areas. The Management Firm shall not perform any work that may impact Critical Areas unless the County first gives approval to the Management Firm in writing to perform such work.

**2.23 ELECTRIC UTILITY SERVICE:**

The Management Firm, at its expense, shall furnish electrical energy reasonably required in connection with the use and occupancy of the Facility for the operation of such lighting, electrical appliances and other equipment as the County deems necessary for their operations and use of the Facility. Electrical usage at the Facility shall not exceed 7 watts per square foot of usable area for lighting and office space power requirements. Electric service to the building is provided by Arizona Public Service Company. See Exhibit 6 for cost of this utility for the year 2002/03.

**2.24 NATURAL GAS UTILITY SERVICE:**

The Management Firm, at its expense, shall furnish natural gas reasonably required in connection with the use and occupancy of the Facility for the operation of such appliances and other equipment that requires this utility. Natural gas service to the building is provided by Southwest Gas. See Exhibit 6 for cost of this utility for the year 2002/03.

**2.25 WATER/SEWER UTILITY SERVICE:**

The Management Firm shall cause to be furnished adequate tempered water to each floor of the Facility for normal drinking, lavatory, break-room purposes, and exterior for landscape uses. If the County uses water for any purpose other than as foresaid, or in extraordinary quantities, the

Management Firm, at the Management Firm's expense, may install a meter, or meters, to measure the County's consumption of water. The County shall reimburse the Management Firm for the cost of water usage that exceed 110% of the most current Building Owners Management Association (BOMA) average for water usage in buildings of similar size, type and location. Sewer services shall be provided as per municipal requirements and as part of the basic services. Water/sewer service to the building is provided by the City of Phoenix. See Exhibit 6 for cost of this utility for the year 2002/o3.

**2.26 ELEVATOR SERVICE:**

The Management Firm shall provide passenger elevator service at the Facility during business hours. In the event that elevator service at the Facility is not available during Business hours, a reduction of \$50 for every hour, or fraction thereof, of non-service during these times will be adjusted to the monthly Management Fee. Except for emergency repair, the Management Firm shall not take the elevator out of service during business hours. Routine repairs and maintenance to the elevator shall be scheduled during times other than business hours (See §1.6). The Management Firm shall provide the County with reasonable advance notice of any elevator maintenance work or elevator repair work that impacts normal elevator service.

**2.27 PROPERTY HAZARD INSURANCE:**

Property hazard insurance will be the responsibility of the County.

**2.28 BUILDING IMPROVEMENTS:**

The County may require the Management Firm to provide design/build services for interior improvements. As this service has not been determined as to when it will be needed, it will be discussed at the Pre-proposal meeting.

**2.29 REQUIRED RFP SUBMITTALS:**

As part of the RFP process, each Proposer shall provide the County with the following information regarding the management firm profile and qualifications:

**2.29.1 General Information:**

- (a) Type of Firm
- (b) Year Firm Established
- (c) Parent Company
- (d) Participating Division or Branch Office including organizational charts showing both technical and administrative lines of responsibility
- (e) Accreditations, Certifications and Active Memberships of Firm and relevant personnel

**2.29.2 Experience Of Firm:**

- (a) Provide number of years the Firm has been involved in the facility management business.
- (b) Provide quantity of facility management customers and value of facility management contracts.
- (c) Provide size and quantity of facilities managed by the Firm in the Phoenix Metropolitan Area.
- (d) Provide quantity of full time personnel involved in the facility management business in the Phoenix Metropolitan Area.

**2.29.3 Financial Soundness Of Firm:**

The successful Proposer shall be required to post a Performance Bond and Payment Bond in the amount of \$250,000.00 each conditioned upon faithful performance of the Contract in accordance with the Scope of Work and Performance Specifications. Indicate the Firms ability to meet this requirement.

**2.29.4 Firm's Approach To This Project:**

- (a) State how the Firm will approach the facility management responsibilities on this assignment including any special processes/systems/equipment/procedures that will directly benefit the County.
- (b) State how the Firm will approach the Daily Work Order Process, After-Hour Requests, Emergency Repairs and Preventive Maintenance on this assignment.
- (c) State how the Firm will approach training of its personnel

- (d) State how the Firm will address Safety on this assignment for both Firm's personnel and facility occupants.
- (e) Provide resumes on the Firm's personnel who will be assigned to this project including, facility management work experience, length of service with the Firm, fitness for duty and safety record.
- (f) Proposed maintenance process and schedule for HVAC duct cleaning and filter regalement.
- (g) Identify any unique approach the Firm will take in addressing facility management responsibilities on this project as well as any potential cost saving ideas that will be applied.
- (h) Provide information regarding anticipated suppliers, service providers, and subcontractors the Firm will use in performing work at the Facility
- (i) Provide information on the Firm's accounting and information management process.
- (j) Provide information regarding how the Firm plans to measure and maintain an acceptable level of customer service.

**2.29.5 Transition Plan:**

- (a) Describe the Firm's plan for transitioning the management responsibilities from the County to the Firm including: communication strategy, scheduling, work steps, staffing issues, and critical path obligations for both the County and the Firm.
- (b) List the Firm's key transition personnel, their level of participation in this project, and how their other responsibilities will be covered during the transition period. Please elaborate on any areas of difficulty the Firm may have experienced during the transition period of other Facility Management contracts and how the Firm proposes to avoid or overcome these issues on this project.
- (c) Describe the Firm's approach to life cycle costing, the Firm's projected useful life of the Facility, and the Firm's plans for addressing major maintenance over the term of the contract.
- (d) Describe the Firm's process for Facility Management reporting including type of reports, information included in reports, frequency of reports, etc.

**2.30 PRICING (See Attachment A):**

- A) **Monthly Management Fee:**  
Provide a pricing schedule for the Monthly Management Fee for the initial 10-year term. The Monthly Management Fee Pricing Schedule shall include all basic services as described in the Scope of Work in Section 2 of this RFP. Include in the Monthly Management Fee Pricing Schedule all costs associated with day-to-day operations
- B) **Initial Capital Improvements in Base Price:**  
Based on the per square foot costs for any improvements in your proposal.
- C) **Painting of the Interior of the Facility:**  
Based on the specifications in Exhibit 9, provide project cost to paint the interior of the facility.
- D) **Carpet Replacement:**  
Based on the specifications in Exhibit 10, provide project cost for carpet replacement at the facility.
- E) **Janitorial Services:**  
County may elect to provide Janitorial Services to the Facility through separate means. The RFP response shall state any applicable pricing deduction to the Monthly Management Fee Pricing Schedule that results in the event the County elects to pay for an alternate service provider for Janitorial Services.
- F) **Landscape Services:**  
County may elect to provide Landscaping Services to the Facility through separate means. The RFP response shall state any applicable pricing deduction to the Monthly

Management Fee Pricing Schedule that results in the event the County elects to pay for an alternate service provider for Landscaping Services.

- G) Discretionary Non-basic Service Charge:  
Provide a pricing Schedule for the Discretionary Service Charge based upon a cost plus pricing structure. Include burden rate for in-house labor costs and mark-up for materials, rental, vendor expenses and other service provider expenses. Include in the pricing schedule the pricing structure for the initial 10-year term.
- H) After Hour HVAC Charge:  
Provide pricing for After Hour HVAC Charges on a *price per hour* basis. Include pricing for the entire duration of the initial 10-year term.
- I) Design/Build Services:  
Provide square foot pricing for the design and build out of any building improvements.

2.31 TAX:

No tax shall be levied against labor. Proposal pricing to include all labor, overhead, tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal labor price.

2.32 DELIVERY:

It shall be the Management Firm's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Management Firm fails to make delivery and any price differential will be charged against the Management Firm.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a ten (10) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of two (2) five (5) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 BUY-OUT:

Should the County terminate this contract prior to its full 10-year term, the County will negotiate a buy-out with the Management Firm of the un-amortized value of all improvement installations at the facility.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.4.2.1 Commercial General Liability: Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.4.2.2 Automobile Liability: Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.4.2.3 Workers' Compensation: The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.4.3 Certificates of Insurance.

3.3.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.4.4 Occurrence Basis.

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.4.5 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.5 REQUIREMENT OF CONTRACT BOND:

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.



- (A) A Performance Bond equal to the amount of \$250,000.00 conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.
- (B) A Payment Bond equal to the amount of \$250,000.00 solely for the protection of claimants supplying labor and materials to the Contractor or his Subcontractors in the prosecution of the work provided for in such Contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

### 3.6 SCHEDULE OF EVENTS

Request for Proposals Issued: **SEPTEMBER 12, 2003**

Deadline for written questions (72 hours after Pre-Proposal meeting). No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to [sdahle@mail.maricopa.gov](mailto:sdahle@mail.maricopa.gov) and be received by 8:00 AM Arizona time. All questions and answers will be distributed VIA posted to [www.maricopa.gov](http://www.maricopa.gov) with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on **OCTOBER 20, 2003**. All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review of Proposals and short list decision: **NOVEMBER 3, 2003**

Proposed Proposer interviews: (if required) **NOVEMBER 10, 2003**

Proposed Best & Final (if required) **NOVEMBER 17, 2003**

Proposed selection and negotiation: **NOVEMBER 23, 2003**

Proposed award of Proposal: **DECEMBER 2003**

All responses to this proposal become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Proposer by parties other than the county.

### 3.7 PRE PROPOSAL CONFERENCE

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON MONDAY, SEPTEMBER 29, 2003, AT 9:00 AM, AT THE MARICOPA COUNTY FACILITIES MANAGEMENT DEPARTMENT, 401 W. JEFFERSON ST., PHOENIX, AZ 85003**

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

STEVE DAHLE, LEAD PROCUREMENT CONSULTANT, 602-506-3450  
(sdahle@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

STEVE VARSCSAK, CONTRACT ADMINISTRATOR, FMD, 602-506-8198

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Proposers are to provide one (1) original hardcopy (labeled) PLUS ONE ELECTRONIC COPY ON A CD and Five (5) copies of their proposal. Proposers are to address proposals identified with return address, serial number and title in the following manner:

Maricopa County Department of Materials Management  
320 W. Lincoln St.  
Phoenix, AZ 85003

SERIAL 03141- RFP  
FACILITY MANAGEMENT SERVICES

Proposals must be signed by a corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.10 EXCEPTIONS TO THE SOLICITATION:

The Proposer shall identify and list all exceptions taken to all sections of 03141 – RFP and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Proposer's exception. The Proposer will list these exceptions in the Best and Final Proposal under the heading, "Exception to the PROPOSAL

Solicitation, SERIAL 03141-RFP." **Exceptions that surface elsewhere and that do not also appear under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 03141-RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Proposer exceptions, or accept them outright.

3.11 GENERAL CONTENT:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Proposer should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Proposer deems them necessary to accomplish the program.

**3.12 FORMAT AND CONTENT:**

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below:

3.12.1 Letter of Transmittal (Exhibit 1)

3.12.2 Table of Contents

3.12.3 Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.

3.12.4 Proposal – Your proposal should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing your response to required submittals (See §2.29). Additional related services should be incorporated into the proposal, if applicable.

3.12.5 Firms and Personnel Qualifications – Management and support personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and an estimate of the time each would devote to this program, and other pertinent information.

3.12.6 Proposed improvements (Included in base proposal)

3.12.7 Proposal exceptions

3.12.8 Pricing (Attachment A)

3.12.9 Other data

3.12.10 Agreement (Attachment B)

3.12.11 References (Attachment C)

3.12.12 Vendor Information (Attachment D)

**3.13 EVALUATION OF PROPOSAL – SELECTION FACTORS:**

A Proposal Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County's option, proposing firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Proposer(s). Proposals will be evaluated on the following criteria which are listed RANK order.

3.13.1 Firms proven skills and technical competence.

3.13.2 Facility management approach, philosophy and services offered, and credentials of management staff.

3.13.3 Cost of services.

3.13.4 Proposed base improvements to the facility.

**3.14 POST AWARD MEETING:**

The successful Proposer(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Consultant of the Contract.

**NOTE: PROPOSERS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT WITH THEIR PROPOSALS.**

**ATTACHMENT A  
PRICING**

SERIAL: 03141-RFP

PRICING SHEET: S 06 51 01 / NIGP 91052 BLANKET NUMBER B0700077

PROPOSER NAME:

F.I.D./VENDOR #:

PRPOSER ADDRESS:

P.O. ADDRESS:

PROPPSER PHONE #:

PROPOSER FAX #:

COMPANY WEB SITE:

COMPANY CONTACT (REP):

E-MAIL ADDRESS (REP):

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: PROPOSER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOWEST PROPOSAL PRICING.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

PROPOSER MUST INITIAL THE SELECTION BELOW.

NET 10	_____
NET 15	_____
NET 20	_____
NET 30	_____
NET 45	_____
NET 60	_____
NET 90	_____
2% 10 NET 30	_____
1% 10 NET 30	_____
2% 30 NET 31	_____
5% 30 NET 31	_____

**ATTACHMENT A  
PRICING**

**1.0 PRICING:**

Non-discretionary basic charges:

Per technical requirements, monthly management fee:

1.1 TOTAL MANAGEMENT FEE: \$ \_\_\_\_\_ /per square foot  
(based on 29,000 approximate gross)

1.2 Initial capital improvements in base price: \$ \_\_\_\_\_ /per square foot

1.3 Painting, interior, per specifications: \$ \_\_\_\_\_ /project cost  
(SEE EXHIBIT 9)

1.4 Carpet replacement, per specifications: \$ \_\_\_\_\_ /project cost  
(SEE EXHIBIT 10)

1.5 Escalation of 1.1, per year, not to exceed: \_\_\_\_\_ %

1.6 Janitorial services, if deducted: \$ \_\_\_\_\_ /per square foot  
(SEE EXHIBIT 11)

1.7 Landscape services, if deducted: \$ \_\_\_\_\_ /per square foot  
(SEE EXHIBIT 12)

Discretionary (non-basic) Service Charge:

1.8 Labor: \$ \_\_\_\_\_ /per hr.

1.9 Materials, cost plus: \_\_\_\_\_ %

1.10 Other (Proposer to propose):  
\_\_\_\_\_ / per \_\_\_\_\_  
\_\_\_\_\_ / per \_\_\_\_\_

1.11 After hours HVAC charges: \$ \_\_\_\_\_ /per hr.  
(See Section 2.20.3 and 2.23-H)

1.12 Design/build services: \$ \_\_\_\_\_ /per sq. ft.

ATTACHMENT B

**AGREEMENT**

The Proposers hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS AGREEMENT THE SUBMITTING FIRM CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 FIRM SUBMITTING PROPOSAL

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

ATTESTED:

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
 MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE

ATTACHMENT C

**CONTRACTOR REFERENCES**

**FIRM SUBMITTING PROPOSAL:** \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_



ATTACHMENT D

CONTRACTOR INFORMATION

IN OUR CONTINUING EFFORT TO INSURE THAT OUR CONTRACTOR REGISTRATION SYSTEM IS CORRECT, PLEASE FURNISH THE FOLLOWING INFORMATION:

LEGAL NAME OF ORGANIZATION/INDIVIDUAL: \_\_\_\_\_

DOING BUSINESS AS (IF APPLICABLE): \_\_\_\_\_

FEDERAL TAX ID NUMBER: \_\_\_\_\_ MARICOPA COUNTY VENDOR NUMBER: \_\_\_\_\_

**OWNERSHIP STATUS:** INDIVIDUAL/ SOLE PROPRIETOR: \_\_\_\_\_ CORPORATION: \_\_\_\_\_ PARTNERSHIP: \_\_\_\_\_ OTHER: \_\_\_\_\_

**CORPORATE ADDRESS:** \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEB SITE ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

**ADDITIONAL ADDRESS FOR:** \_\_\_\_\_ **P.O.** \_\_\_\_\_ **ACCTS RECEIVABLE** \_\_\_\_\_ **SOLICITATIONS** \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

NOTE: NO PREFERENCE IN AWARDING CONTRACTS IS GIVEN TO CONTRACTORS REGISTERED WITH MARICOPA COUNTY DEPARTMENT OF MATERIALS MANAGEMENT, HOWEVER, YOU MUST REGISTER AS A CONTRACTOR IF AWARDED A CONTRACT IN ORDER TO FULFILL THE CONTRACTUAL REQUIREMENTS. CONTACT MATERIALS MANAGEMENT AT (602) 506-8718 FOR A REGISTRATION PACKET.

I HEREBY CERTIFY THAT:

1. I AM DULY AUTHORIZED TO CERTIFY THE INFORMATION REQUESTED HEREIN.
2. TO THE BEST OF MY KNOWLEDGE, THE ELEMENTS OF THE INFORMATION PROVIDED HEREIN ARE ACCURATE AND TRUE AS OF THIS DATE.
3. MY ORGANIZATION SHALL COMPLY WITH ALL STATE STATUTES AND FEDERAL EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS AND CONDITIONS OF EMPLOYMENT IN ACCORDANCE WITH A.R.S. TITLE 41, CHAPTER 9, ARTICLE 4 AND EXECUTIVE ORDER NUMBER 75-5 DATED APRIL 28, 1975.
4. MY ORGANIZATION SHALL COMPLY WITH ALL TERMS AND CONDITIONS OF SOLICITATIONS AND CONTRACTUAL DOCUMENTS, REGULATIONS AND LAWS, AND POLICIES AND PROCEDURES SET FORTH IN THE MARICOPA COUNTY PROCUREMENT CODE APPLICABLE TO THE TYPE OF PROCUREMENT (SERVICE OR COMMODITY).

PRINTED OR TYPED NAME

TITLE

SIGNATURE

DATE

**ATTACHMENT D (CONTINUED NEXT PAGE)**



Form W-9.doc

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).  
**However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+		+			
or								
Employer identification number								
		+						

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% **after** December 31, 2003; 28% **after** December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients 1 through 7 <sup>2</sup>

<sup>1</sup> See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



**EXHIBIT 1**

**LETTER OF TRANSMITTAL**  
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management  
320 West Lincoln,  
Phoenix, Arizona 85003

Re: RFP Number – 99-RFP

To Whom It May Concern:

The undersigned, \_\_\_\_\_ (herein referred to as the "Offeror"), hereby submits its response to your Request for Proposal dated \_\_\_\_\_, and agrees to supply and furnish to you, all in accordance with the Scope of Work and conditions that are detailed in said Request for Proposal.

Offeror hereby acknowledges and recognizes that, if this proposal is accepted by the Maricopa County, such acceptance will form a contract, and that Offeror shall thereupon be contractually obligated to carry out its responsibilities respecting the services described

Kindly advise this in writing on or before \_\_\_\_\_ if you should desire to accept this proposal.

Very truly yours,

\_\_\_\_\_

**EXHIBIT 2 WILL BE HANDED OUT AT THE PRE-PROPOSAL CONFERENCE**



**EXHIBIT 3 WILL BE HANDED OUT AT THE PRE-PROPOSAL CONFERENCE**

**EXHIBIT 4 WILL BE HANDED OUT AT THE PRE-PROPOSAL CONFERENCE**

**EXHIBIT 5**

**IMPROVEMENT DESCRIPTION**

3815 N. Black Canyon Highway

Foundation:	Reinforced concrete footings and stems. Basement floor is concrete slab. Sub-grade is assumed to be compacted ABC fill
Floor Structure:	Upper floors assumed to be concrete over steel frame
Exterior Walls:	Concrete slump block with paint finish
Roof:	Flat with built-up cover
Windows:	Single fixed pane, with metal frame
Heating & Cooling:	Cooling is provided with four (4) roof mounted A/C units, Trane brand. Heat strip mounted VAV boxes provide heating
Electrical:	The property is centrally metered. Electrical service appears adequate to serve the needs of the typical office user
Restrooms:	Each floor has one men's and one women's restroom. In addition, there is a unisex ADA restroom on the first floor
Interior Finish:	Interior walls are textured, painted sheetrock. Ceilings are acoustical tile with fluorescent lighting. Floor covering includes vinyl tile in kitchen/lounge areas and commercial carpeting in office areas. The first and second floors of the building have numerous windows, which allow light into the interior offices
Access:	Access to floors is provided by an elevator and interior stairways
Landscaping:	There is a wide verity of ground cover, shrubs, mature trees, and a large grassed area.

EXHIBIT 6

UTILITY USAGE REPORT 02/03

3815 N. BLACK CANYON, PHOENIX, AZ

Month	Electrical			Water			Gas	
	Cost	Usage		Cost	Usage		Cost	Usage
April, 02	\$4,298.74	66,720		\$548.68	157,080		\$22.86	1
May, 02	\$10,930.41	80,640		\$904.29	253,572		\$21.89	0
June, 02	\$15,503.86	183,040		\$969.64	287,980		\$22.86	1
July, 02	\$7,914.98	113,600		\$1,210.38	372,504		\$22.81	1
August, 02	\$7,675.00	107,200		\$0.00	0		\$22.81	1
September, 02	\$7,380.75	99,680		\$554.79	175,780		\$22.86	1
October, 02	\$6,862.67	91,840		\$839.66	299,948		\$22.81	1
November, 02	\$3,753.31	57,440		\$514.33	156,332		\$22.81	1
December, 02	\$3,503.32	56,160		\$556.78	186,252		\$22.81	1
January, 03	\$3,373.27	51,200		\$360.95	103,224		\$22.81	0
February, 03	\$3,547.35	56,675		\$301.18	62,832		\$22.81	0
March, 03	\$3,708.49	57,024		\$437.92	112,948		\$23.52	2
<b>Totals</b>	<b>\$78,452.15</b>	<b>1,021,219</b>		<b>\$7,198.60</b>	<b>2,168,452</b>		<b>\$273.66</b>	<b>10</b>
<b>Cost per s.f.</b>	<b>33,300</b>	<b>\$2.36</b>			<b>\$0.22</b>			<b>\$0.01</b>
<b>Cost per kwh</b>		<b>\$0.0768</b>						

**EXHIBIT 7 WILL BE HANDED OUT AT THE PRE-PROPOSAL CONFERENCE**

**EXHIBIT 8**

**SECURITY SPECIFICATIONS  
3815 N. BLACK CANYON**

All Officers have to be in full uniform to include shirts, pants, arm patches, breast badge, employee I.D. card, pepper spray, hand-cuffs, level two or greater holster, two-way radio and a sam brown utility belt. They are to be armed with a quality hand gun (38/357 Caliber, 9mm or 40 Caliber) and they must use hollow-point ammunition. They are to have a valid drivers license in good standing and 50+ hours of firearms training to include State of Arizona CCW certification. Firearms qualifications are to be maintained with an 8-hour refresher course given on an annual basis. Officers must have at least 14 hours of use of force, arrest, search and seizure, handcuffing and chemical agent training. They should have at least 55+ hours of field training, be CPR/First Aid certified and are able to use a personal computer. All training must be documented and given to the county for review annually.

EXHIBIT 9

PAINTING SPECIFICATIONS

3815 N. BLACK CANYON HIGHWAY

The contractor shall supply all labor, supervision, materials, supplies, basic equipment used in the painting industry, transportation, and all effort necessary to perform painting services. The cost of wear and tear on painting application equipment, such as: rollers, brushes, sprayers, hoses, taping tools, roller handles, etc. shall be included in the bid price. Travel charges, mobilization, demobilization, shall be included in the bid price.

The work will include, but not limited to; preparation, wall texturing if needed, wood staining, metal painting, door repairs and painting, repairing wallboard holes or chips, sanding, wallboard taping, corner repairs, priming if necessary, and any other related service that is standard for the industry.

To keep consistent with existing painted surfaces for color and quality control, and future painting performed by in-house staff, the Contractor shall be required to utilize only *Dunn-Edwards* coatings unless authorized otherwise by the County. The type of D/E wall paint shall be Versa-Satin. Color to be determined.

If results by Contractor show materials being used do not comply with requirements, the Contractor may be directed to stop work, and remove non-complying materials, and re-coat surfaces if, upon re-re-coating with specified materials, the two coatings are not compatible.

**The Contractor must take all precautionary measures for the health and safety of County employees when painting is being performed during normal business hours.**

The Contractor shall be responsible for the tape masking where applicable and the use of drop cloths over furniture and floors.

The Contractor must have a current license issued by the State of Arizona, Registrar of Contractors, #L-34 for Painting and Wall Covering.

The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants. Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials, and equipment associated with the work performed.

The Contractor shall perform painting services in such a manner that does not damage County property. In the event damage occurs to Maricopa County property, or any adjacent property by reason of any painting, repairs, or other related painting services performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the Contractor.

Damage caused by spillage of paint or stains, or back splatter of paint rollers, over spray from spray equipment, or brush drops, shall be the responsibility of the Contractor to clean and/or repair and/or replace damaged items.

In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by the County and be given one day to correct the work. Labor for all re-work will be at no additional cost to the County.

EXHIBIT 10

CARPET SPECIFICATIONS

3815 N. BLACK CANYON HIGHWAY

Carpet Specification

All carpet considered must be 100% nylon and CRI (Carpet and Rug Institute) certified. Proof of CRI certification must be submitted to the County for approval.

Carpet shall be equal to or better than the following example:

Brand:	Shaw Contract	
Style:	peto	
Construction:	textured loop	
Fiber product:	100% ECO SOLUTION Q BCF SD NYLON W/ FLORSEPT ANTIMICROBIAL	
Dye method:	solution dyed	
Primary backing:	polypropylene	
Electrostatic propensity:	less than 3.5KV – permanent conductive filament	
Flammability:	ASTM E-648 flooring radiant panel	class I
	ASTM E-662 NBS smoke chamber	less than 450

The contractor shall supply all labor, supervision, materials, supplies, basic equipment used in the flooring industry, transportation, and all effort necessary to perform flooring services.

The Contractor must remove and dispose of all existing carpet. Prepare floor according to manufacturers installation requirements.

If results by Contractor show materials being used do not comply with requirements, the Contractor may be directed to stop work, and remove non-complying materials, and re-coat surfaces if, upon re-re-coating with specified materials, the two coatings are not compatible.

**The Contractor must take all precautionary measures for the health and safety of County employees when painting is being performed during normal business hours.**

The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants. Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials, and equipment associated with the work performed.

The Contractor shall perform painting services in such a manner that does not damage County property. In the event damage occurs to Maricopa County property, or any adjacent property by reason of any painting, repairs, or other related painting services performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the Contractor.

In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by the County and be given one day to correct the work. Labor for all re-work will be at no additional cost to the County.



EXHIBIT 11

GROUP 1: GENERAL OFFICE AND OTHER

Daily

Empty trash, replace liners  
 Vacuum all areas of carpet and entry mats  
**Public (D) Traffic areas (X2) Office/Cubicle (X1)**  
 Lobby Floors  
 Dust mop all non carpet & damp mop  
 Clean & sanitize drinking fountains  
 Dust all areas (Horizontal)  
 Empty ashtrays  
 Pick up litter at entrance remove lint, cobwebs, mud and debris (20 ft)  
 Clean & sanitize public telephone  
 Clean entry doorways, glass, handles, kick plates  
**(Public areas daily/non-public as needed)**  
 clean top surfaces of exterior patio tables  
 breakroom clean counters restock paper, & soap  
 breakroom clean inside and outside of microwaves  
 clean surfaces of elevators  
 Dustmop or vacuum elevator floors, spot clean  
 Spot clean carpet in traffic areas  
 Break room counters, restock paper & soap  
 Break room clean table and chairs  
 Break room Microwaves  
  
**Vacuum carpet in dining areas**  
**Spot clean carpet in dining areas**

Current Contract

New Specifications

Daily  
 Daily  
 Daily (D)/Bi-Weekly (X2)  
 Weekly (X1)  
 Daily  
 Daily  
 X 3  
 Daily  
 Daily  
 Monthly  
 Daily  
 Daily  
 Daily  
  
 Daily  
 Daily  
  
 Daily  
 X 3  
 Daily  
 Daily  
 Deleted  
 Daily  
 Daily  
 Weekly  
 Daily  
 Daily  
 Daily  
 Deleted  
  
 Daily  
 Daily  
 Daily  
 Daily

WEEKLY:

Vacuum fabric upholstery  
 Spray buff hardfloors, dust mop  
 Clean interior glass of atriums, walls, doors  
**(Public areas as needed)**  
 Spot clean walls, and cubicle partitions  
 Clean all trash containers (in/out)  
 Heavy sweep walks/entranceways  
 Heavy sweep patios, stairwells, steps, ramps  
 Clean cubicle glass

Weekly  
 Weekly  
 Weekly  
 Quarterly/As needed  
 Bi-Monthly  
 Semi Annual  
  
 Weekly  
 Weekly  
 Weekly  
 Weekly  
 Weekly  
 Weekly  
 Semi Annual  
 Monthly  
 Monthly  
 Monthly  
 Monthly  
 Deleted

GROUP 1: GENERAL OFFICE AND OTHER (cont)

MONTHLY:

Dust artwork/whiteboards, silk plants/trees  
 Clean HVAC vents (Dusting only)  
 Clean all baseboards -traffic areas  
 Clean/polish elevator tracks & landing tracks  
 Machine scrub all hard floors + 4-coats finish  
 Clean stairwell rails, landings & steps (water pressure)

Current Contract

New Specifications

Monthly  
 Monthly  
 Monthly  
 Monthly  
 Monthly  
 Monthly  
 Monthly  
 Semi Annual  
 Semi Annual  
 Quarterly  
 Monthly  
 Time and Materials  
 Quarterly

or power wash) Clean rails located on HC ramps to remove dust & residue (including stairwells in garage		
<b>QUARTERLY:</b>		
Dust or vacuum all window coverings	Quarterly	Annually
Clean light diffusers in elevators	Quarterly	Annually
<b>SEMI-ANNUAL:</b>		
Extract/shampoo all carpeted traffic areas	Semi Annual	Time and Materials
Strip, seal & finish all hard floors	Semi Annual	Time and Materials
Clean ceiling light diffusers	Semi Annual	Annually
<b>ANNUALLY:</b>		
Extract/shampoo all carpet areas	Annual	Time and Materials

**GROUP 2: DATA PROCESSING AREAS**

**Current Contract      New Specifications**

<b>DAILY:</b>		
Empty trash & replace liners	Daily	Daily
Dust mop non-carpeted floors vacuum carpeted floors	Daily	X 3
Lightly damp mop elevated floors	Daily	X 3
Wet mop hallway & office tiled floors	Daily	X 3
Spot clean carpets and hard floors	Daily	X 3
<b>WEEKLY:</b>		
Spot clean walls & doors	Weekly	Monthly
Dust furniture, window sills, ledges	Weekly	Monthly
Clean all trash containers (in/out)	Weekly	Monthly
Spray buff hard floors, dustmop	Weekly	Monthly
Vacuum behind data equipment	Weekly	Monthly
<b>MONTHLY:</b>		
Remove cob webs on walls/ceilings	Monthly	Semi-annual
Clean HVAC vents	Monthly	Semi-annual
Machine scrub all hard floors + 4-coats finish	Monthly	Time and Materials
<b>QUARTERLY:</b>		
Dust or vacuum all window coverings	Quarterly	Annually
<b>SEMI-ANNUAL:</b>		
Extract/shampoo all carpeted traffic areas	Semi Annual	Time and Materials
Strip, seal and finish all hard floors	Semi Annual	Time and Materials
Clean ceiling light diffusers	Semi Annual	Annually
<b>ANNUAL:</b>		
Extract/shampoo all carpeted areas	Annual	Time and Materials

**GROUP 3: RESTROOMS/SHOWERS/LOCKER RMS**

**Current Contract      New Specifications**

Group (A) restrooms, All Public common & Jurors BR's Group (B) restrooms, Judges & Private Dept. BR's		
<b>DAILY:</b>		
Empty trash and replace liners	Daily	A/B Daily / X 2
Re-supply towels, soap, seat covers	Daily	Daily / X 2
Clean mirrors, countertops, sink, fixtures	Daily	Daily / X 2
Clean toilet bowls, seats,rims,base etc	Daily	Daily / X 2
Clean urinals	Daily	Daily / X 2
Spot clean walls remove soil graffiti, other foreign matter	Daily	Daily / X 2
Mop floor with germicidal solution	Daily	Daily / X 2

clean & polish stainless steel and chrome	Daily	Daily / X 2
Clean & sanitize showers using germicidal solutions	Daily	Daily / X 2
WEEKLY:		
Pour 1-gal germicidal solution into flr. drains	Weekly	Weekly
Clean trash receptacles -in/out	Weekly	Monthly
MONTHLY:		
Remove cob webs on walls ceilings	Monthly	Monthly
Completely clean all wall surfaces & partitions	Monthly	Quarterly (As needed)
Clean exterior surface of lockers; interior vacant lockers	Monthly	Semi-annual
Clean HVAC vents	Monthly	Semi-annual
Machine scrub and buff floors	Monthly	Monthly
SEMI-ANNUAL:		
Clean ceiling/wall light diffusers	Semi-Annual	Annual

**GROUP 4: MEDICAL LABS & CLINICS**

**Current Contract**

**New Specifications**

DAILY:

Empty trash & replace liners	Daily	Daily
Dust window sills & other horizontal services	Daily	Daily
Clean glass in display partitions, interior doors	Daily	Daily
Clean sink & adjacent surfaces	Daily	Daily
Dust mop floor, mop floor with germicidal cleaner	Daily	Daily
Empty infectious / biohazardous waste	Daily	Daily
Spot clean carpet and hard floors	Daily	Weekly

WEEKLY:

Spray-buff finished floors, dust mop	Weekly	Monthly
Detail vacuum carpeted exam rooms; if tile, dust mop	Weekly	Monthly
Clean and polish SS exam tables	Weekly	Monthly
Pour 1-gal germicidal solution into flr drains	Weekly	Weekly

MONTHLY:

Damp wipe exterior surface of lab refrigerators	Monthly	Quarterly
Dust or vacuum window coverings	Monthly	Quarterly
Clean HVAC vents	Monthly	Quarterly
Machine scrub all hard floors + 4-coats finish	Monthly	Time and Materials

QUARTERLY:

Wash all wall and door surfaces	Quarterly	Semi-annual
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SEMI-ANNUAL:

Extract/shampoo all carpeted traffic areas	Semi-Annual	Deleted
Strip, seal, and finish all hard floors	Semi-Annual	Deleted
Clean ceiling light fixture diffusers	Semi-Annual	Annually

ANNUALLY:

Extract/shampoo all carpeted areas	Annual	Time and Materials
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**GROUP 5: COURTROOMS**

**Current Contract**

**New Specifications**

DAILY:

Empty trash & replace liners	Daily	Daily
Vacuum all area of carpets	Daily	Daily
Dust mop all non-carpeted floors then damp mop	Daily	Daily
Dust clean and polish judges desk & bench	Daily	Daily
Clean all non fabric courtroom benches	Daily	Daily

**SERIAL 03141-RFP**

	Vacuum fabric benches & chairs spot clean	Daily	Weekly
	Dust all horizontal surfaces	Daily	Weekly
	Spot clean carpets & hard floors	Daily	Weekly
WEEKLY:			
	Spray buff finished floors, dust mop	Weekly	Monthly
MONTHLY:			
	Machine scrub all hard floors + 4-coats finish	Monthly	Time and Materials
QUARTERLY:			
	Dust or vacuum window coverings	Quarterly	Annually
	Clean HVAC vents	Quarterly	Annually
	Clean all baseboards in high traffic areas	Quarterly	Quarterly
SEMI-ANNUAL:			
	Extract/shampoo all carpeted traffic areas	Semi-Annual	Deleted
	Strip, seal, and finish all hard floors	Semi-Annual	Deleted
	Clean ceiling light diffusers	Semi-Annual	Annually
ANNUALLY:			
	Extract/shampoo all carpeted areas	Annual	Time and Materials
<b>GROUP 6: JANITORIAL CLOSETS:</b>		<b>Current Contract</b>	<b>New Specifications</b>
DAILY:			
	Clean custodial sink	Daily	Daily
	Rinse clean mop buckets	Daily	Daily
	Report needed repairs to FMD	Daily	Daily
	Clean custodial equipment and tools	Daily	Daily
	Put supplies on shelves,	Daily	Daily
	Empty all garbage cans in closets	Daily	Daily
WEEKLY:			
	Spot clean walls and doors	Weekly	Monthly
MONTHLY:			
	Sweep and damp mop floors	Monthly	Weekly
	Clean HVAC vents	Monthly	Annual
<b>GROUP 7: OUTSIDE REFUGE AREAS</b>		<b>Current Contract</b>	<b>New Specifications</b>
Daily	Police immediate area around refuge containers	Daily	Daily
	Empty all collected trash into refuse containers	Daily	Daily

**EXHIBIT 12**

**LANDSCAPE SPECIFICATIONS  
3815 N. BLACK CANYON HIGHWAY**

For a complete copy of the landscape specifications, please access via the Internet by inputting the following address:

[http://www.maricopa.gov/materials/Awarded\\_Contracts/search.asp](http://www.maricopa.gov/materials/Awarded_Contracts/search.asp)

In the search window, input *02080*, and the contract document will be displayed